

**TIPS**  
**for**  
**COVER LETTER ETIQUETTE**  
([www.monster.com](http://www.monster.com))

Your cover letter is essential to introducing your resume. It should demonstrate that you meet or exceed the requirements listed in the job description. A well-written cover letter can increase your odds of getting an interview.

Essential tips for your cover letter:

- Always send a cover letter.
- Be concise—get to the point as quickly as possible. Break any paragraphs seven lines or longer into short, easily read one.
- Keep it professional but friendly—cover letters give you a chance to reveal your personality.
- Get personal—whenever possible, address your letter to a specific person.
- Focus on employers needs.
- Be original.
- Proofread!

## SAMPLE COVER LETTER

Current Date  
Counselor's Name  
Campus Address  
City, State, Zip Code

Salutation: address your letter to a specific person (e.g., Dear Ms. Smith)

Opening Paragraph: Briefly state your interest in applying for this scholarship; be sure to name the scholarship.

Body Paragraph: Summarize your educational status and career plans as they relate to the specific scholarship criteria. If the application form or booklet requests that you address certain topics, do so in this paragraph.

Closing Paragraph: Concluding paragraph. Briefly state why you are the best candidate. Itemize your enclosures. Thank the committee or organization.

Complimentary close and your name: (e.g., Best regards, Sincerely, Respectfully yours)

Signature  
Typed Name

List Enclosures: Specify actual number of enclosures (4):

- Application
- Resume
- Letters of Recommendation
- Official Transcript

**TIPS  
for  
BASIC RESUME WRITING  
(FORMATTING RULES)**

- Bold and enlarge your name at the top.
- Keep the sections lined up and consistent.
- Use an Arial or Times New Roman font (or similar).
- Font size shouldn't be smaller than 11pt or larger than 12pt, except for your name and headings.
- Do not include pronouns such as "I," company street addresses, salary, or reasons for leaving.
- Two-page resume: be sure to fill the second page at least halfway down the page.
- Place "Continued" at the bottom of page one, and your name and "Page 2" at the top of page two.
- Use graphics sparingly unless you are in a creative field. It is safe to use a border and shading.
- Leave out personal data, photos, and unrelated hobbies, unless you are an actor/actress or model.
- If you spell out the state in your address, such as New York, spell out the states for your jobs.
- Proof, proof, and proof again!

**PURPOSE OF A RESUME**

A resume is a personal marketing document that communicates your career objective and value to a hiring company. A strong resume is carefully planned and developed (not quickly typed up) in an appropriate format (style) designed to showcase your experience and accomplishments in direct relation to a specific position.

The HCC Campus Career Resource Center staff members are available to assist you with your resume.

## SAMPLE RESUMÉ #1

**Name**

Address

City, State, Zip Code

Cell or Contact Telephone Number(s)

Email Address

- CAREER** What degree will you be pursuing at the university?
- OBJECTIVES** What career do you plan to enter after completing your four-year degree (or two-year degree)?
- EDUCATION** What degree are you pursuing at HCC (e.g., AA in Pre-Teaching or AS in Nursing)?  
When will you graduate from HCC?  
What university do you plan to transfer to?  
What colleges, in addition to HCC, have you attended?  
What is your current overall grade point average, including all colleges attended (example: 2.5, 3.8, etc.)?
- WORK EXPERIENCE (If any)** What has been your work experience? Include these items: Dates, Name of Company, Position Held (include volunteer experience, but indicate it as such), Duties and Responsibilities.
- PERSONAL INTERESTS** What are your hobbies and/or interests?
- SCHOOL AND COMMUNITY INVOLVEMENT** What clubs and/or organizations have you belonged? (List any offices held)  
What other school and/or community activities have you been involved (e.g. scout leader, math tutor, etc.)?
- SCHOOL FINANCING** Are you receiving any financial aid (e.g., veteran benefits, Pell Grant, College Work Study, etc.)?
- REFERENCES** Give names of individuals who will be submitting letters of reference or recommendation - limit to two.
- OPTIONAL INFORMATION** If you wish, you may state your age, marital status, number of children, family obligations, financial need, etc.
- DATE**

## SAMPLE RESUMÉ #2

### **Denise F. More**

2657 Uphill Avenue  
Somewhere, CT 06677  
800/555-1212  
[denisefmoore@jobweb.com](mailto:denisefmoore@jobweb.com)

### **Objective**

To obtain an entry-level position requiring strong analytical and organizational skills in the engineering department.

### **Education**

University of North Carolina at Charlotte  
School of Engineering  
B.S., Mechanical Engineering with focus in automotive engineering, May 2001  
Honors: Daniel M. Joseph Prize in Mechanical Engineering, 2001

### **Experience**

Co-op engineer, Ford Motor Corp., Detroit, MI, Spring 2001.  
Worked on advanced test project that involved mechanical design, CAD/CAM composites technology, automobile structures, and coordination among project groups.

Mini-Baja Team Participant, University of North Carolina at Charlotte, Fall 2000.  
Worked on six-member team of students to design and build a miniature stock car for competition in National Society of Automotive Engineers competition. Our car won.

Intern, General Motors Corp., Detroit, MI, Summer 2000.  
Assisted in experimental and literature research, prepared figures and data for technical papers, and computed engineering calculations.

### **Related Course Work**

Thermodynamics, deformable solids, statics, materials science, basic circuits, fluids mechanics, controls, heat transfer, vibrations, statistics, design.

### **Computer Skills**

CAD, AutoCAD, MathCAD, C++, Word, Access, Excel.

### **Activities**

President, Society of Automotive Engineers, campus chapter, Fall 2000-present  
Peer tutor  
Intramural baseball, 1998-2001

**SAMPLE RESUMÉ #3**

**LESLIE PELLHAM**

2 Graham Street  
Grove City, Pennsylvania 16126  
412/555-5590

**EDUCATION**

**Gettysburg College .....Gettysburg, Pennsylvania**

Awarded a Bachelor of Science degree in Computer Science with a Concentration in Programming. Key courses include Computer Organization & Architecture, Logic Design and Switching Theory, Discrete Mathematical Structures I-II, Data Structures and Algorithms, Operating Systems & Computer Networks, and Software Engineering. 3.65 grade point average. Graduated Summa Cum Laude in May 1998.

**WORK EXPERIENCE**

**PC Systems, Inc. .... Philadelphia Pennsylvania**

*Applications Programmer*

Wrote business-related software, including programs used for inventory control and order processing using COBOL. Tested finished programs for bugs and corrected them if they occurred.

**Gettysburg College Computer Center .....Gettysburg, Pennsylvania**

*Computer Lab Assistant*

Assisted students with software, hardware, and printing questions and problems. Trained students and faculty how to use word processing, database, spreadsheet, and desktop publishing programs. Maintained and repaired equipment.

**SOFTWARE**

COBOL	dBase	Fortran	Lotus 1-2-3
Pascal	Unix Shell	Rexx	PageMaker
Assembly	Refal-5	WordPerfect	Microsoft Excel
C	C++	QuarkXpress	Adobe Photoshop

**HARDWARE**

IBM 4341, 370VM/CMS, PC-XT, AT&T 3B2, AT, Mac G3, PowerMac

**REFERENCES**

Available upon request.